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UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service

FIELD MEMORANDUM SCS NO. 1032-A
(superseding F.M. SCS No. 1032)

Re: Clearance of Manuscripts

Revised, November 29, 1946

TO WASHINGTON AND FIELD EMPLOYEES:

If you do any writing, it may save you an embarrassing moment later on to keep in mind that all addresses, papers, and articles of a scientific, technical, or policy nature must be cleared before their publication or delivery.

We of the Washington office will cooperate in emergencies. But normally we should have manuscripts as far ahead of the deadline as possible - at least two weeks ahead for Washington clearance of Washington manuscripts, and three weeks for field manuscripts. Before clearing your manuscript with the Soil Conservation Service you may need to clear it with cooperating agencies. Also, you may want to show joint authorship, or give credit to co-workers who helped you with the manuscript.

The first step in clearing a manuscript with the Soil Conservation Service is to submit it to your supervisor for approval. Then fill out and attach two manuscript clearance cards (Form SCS-32, revised) to the original and three carbons of the manuscript. These three carbons are needed in Washington for (1) USDA press and radio service, (2) clearance with other bureaus of the Department, and (3) Soil Conservation Service Information Division file. It is a good idea to keep an extra carbon in your own file as protection against possible loss.

In the Field: If you are in Technical Operations send the manuscript (with the three carbon and two clearance cards) to your regional Information Division. It will be approved or disapproved for subject matter content and for technical correctness. It will then be edited in the regional Information Division and sent to the Information Division in Washington. The original manuscript and one clearance card will be returned to you through your regional Information Division. Receipt of this material is your authority for releasing the manuscript.

If you are in Soil Conservation Research and are working on a project that is cooperative with a State agricultural experiment station, or other cooperative agency, your manuscript should be prepared in consultation with representatives of such agency. Clearance with the cooperating organization should be shown when forwarding the manuscript to Washington. Should the manuscript affect regional recommendations for field operation, you will want an extra carbon to send to the regional office. After review and approval in Washington the original manuscript and one clearance card will be returned to you through the assistant chief in charge of research. Receipt of this material is your authority for releasing the manuscript.

In Washington: If you are in the Washington office submit your manuscript to your division chief for approval. Then forward it with three carbons and two clearance cards to the assistant chief in charge. When it has been approved, the manuscript will be cleared with the Information Division. The original and one clearance card will be returned to you. Receipt of this material is your authority for releasing the manuscript.


Chief

